

## APPENDIX H

### ORDERING VOTING MATERIALS

Maintaining an adequate supply of voting materials is an essential function of every Voting Assistance Officer (VAO). The Federal Post Card Application, Standard Form 76 (FPCA, SF 76) and the Federal Write-In Absentee Ballots, Standard Form 186 (FWAB, SF 186) are both available online at [www.fvap.gov](http://www.fvap.gov). The FVAP ID number for the *2008-09 Voting Assistance Guide* is VAG08-09; for the Election Dates Poster, EDP08; and for the Motivational Poster, DoD113. The Federal Voting Assistance Program (FVAP) recommends VAOs keep forms in stock, and also encourages use of the FVAP website ([www.fvap.gov](http://www.fvap.gov)). The following can be used as a reference for VAOs to order new and replacement materials. For further information, contact your Service or Department of State Voting Action Office (see below).

#### Department of State

**Chief Voting Action Officer:**

Mr. Jack Markey

**Telephone:** (202) 736-4937

Deputy Voting Action Officer:

Mr. Peter Platakis

Phone: (202) 647-3441

**Mailing address:**

Office of Overseas Citizens Services

2100 Pennsylvania Avenue, N.W.,

4th Floor

Washington, D.C. 20037

**Email:** [votinginfo@state.gov](mailto:votinginfo@state.gov)**Website:** <http://usinfo.state.gov/dhr/democracy/elections.html>

To restock supplies, each post should order the FPCA and FWAB forms through the normal General Services Administration (GSA) supply channel. GSA requires the funding information, the stock number, and the quantity.

FPCA (SF 76)

Stock number 7540006345053

FWAB (SF 186)

Stock number 7540012184384

For expedited service, send a request to GSA, Attn.: Pat Bright, via email at [burlington.cscorder@gsa.gov](mailto:burlington.cscorder@gsa.gov) or by fax: 215-446-5123; tel: 215-446-5088

#### Army

**Voting Action Officer:** Mr. Alton Perry**Mailing address:**

HQDA (AHRC-PDO-IP)

ATTN: Army Voting Action Officer

Hoffman Building #2,

Room 3S49

200 Stovall Street

Alexandria, VA 22332-0474

**Telephone:** (703) 325-4530, **DSN:** 221-4530**Fax:** (703) 325-4532,**DSN:** 221-4532**Email:** [alton.c.perry@conus.army.mil](mailto:alton.c.perry@conus.army.mil)**Website:** <https://www.hrc.army.mil/site/Active/TAGD/pssd/psb/votingindex.htm>

There are Form/Publication numbers for the voting forms; FPCA, SF 76; FWAB, SF 186; VAG, Misc. Publication 360-02; motivational poster - DoD 113; and the 2008 State Primary Election Dates poster, Publication ED08.

Voting Assistance Officers (VAOs) are responsible for ensuring these items are ordered for their unit from the Army Publishing Directorate. The website for ordering forms and publications is [www.apd.army.mil](http://www.apd.army.mil). Each Army ordering agency has an account number and the items are mailed from the Distribution Operations Facility in St. Louis, MO.

Voting materials ordered from the U.S. Army Europe (USAREUR) Publications Office must be ordered from: [https://aepubs.army.mil/ae/public/aepubs\\_main.asp](https://aepubs.army.mil/ae/public/aepubs_main.asp) using the nomenclatures above.

#### Navy

**Voting Action Officer:** LT David Truman**Mailing address:**

Commander, Navy Installations

ATTN: Voting Action Officer

5720 Integrity Drive, Bldg. 457

Millington, TN 38055-8600

**Telephone:** (901) 874-6636**DSN** 882-6636**Toll free:** 1-866-827-5672 option 6**Fax:** (901) 874-6825, **DSN** 882-6825**Email:** [vote@navy.mil](mailto:vote@navy.mil)**Website:** [http://www.cni.navy.mil/cnic\\_hq\\_site/BaseSupport/CommandStaff/NavyVotingProgram/index.htm](http://www.cni.navy.mil/cnic_hq_site/BaseSupport/CommandStaff/NavyVotingProgram/index.htm)

FPCA (SF 76): Order from Navy Logistics Library (NLL) Stock # 0506LP0103130 - Unit of Issue: 100HD; Contact Navy Voting Assistance Officer at [vote@navy.mil](mailto:vote@navy.mil) for limited quantities.

FWAB (SF 186): Order from NLL Stock # 0506LP1752400 - Unit of Issue: 100HD; Contact Navy Voting Assistance Officer at [vote@navy.mil](mailto:vote@navy.mil) for limited quantities.

*Voting Assistance Guide* (VAG08-09): Order from NLL Stock number not available at time of publishing Unit of Issue EA; Contact Navy Voting Assistance Officer at [vote@navy.mil](mailto:vote@navy.mil) for limited quantities.

Posters: Contact NVAO at [vote@navy.mil](mailto:vote@navy.mil), 901-874-6636, or toll-free 1-866-827-5672

Training CD: Contact FVAP at [vote@fvap.ncr.gov](mailto:vote@fvap.ncr.gov), 703-588-1584 Toll-free: 1-800-438-8683 or NVAO at [vote@navy.mil](mailto:vote@navy.mil), 901-874-6636, or toll-free 1-866-827-5672

Tool Box CD: Contact NVAO at [vote@navy.mil](mailto:vote@navy.mil), 901-874-6636, or toll-free 1-866-827-5672

## Air Force

**Voting Action Officer:** Mr. Gil Harrison  
**Tel:** (210) 565-5000, **DSN:** 665-5000  
**Toll free:** 1-800 616-3775  
 (Select options 1, then 1, then 2 from menu)  
**Fax:** (210) 565-2543, **DSN fax:** 665-2543  
**Email:** dpsoof.votingfund@randolph.af.mil  
**Website:** [www.afcrossroads.com/VoteFund/Vote/default.htm](http://www.afcrossroads.com/VoteFund/Vote/default.htm);  
 OR: ask.afpc.randolph.af.mil/  
 (press tab "Personnel Services", then  
 "Community")

Air Force Voting Assistance Officers (VAOs) order voting materials (FPCA, SF 76; FWAB, SF 186; VAG08-09; DoD 113; and ED08) at: **afpubs.hq.af.mil**. VAOs may establish an online account to order the materials or place their order through an Organizational Account Representative (OAR). OARs are squadron personnel (normally in the orderly room/CSS) who order forms and publications. Units are not charged for voting materials.

Voting information is available at **[www.afcrossroads.com/VoteFund/Vote/default.htm](http://www.afcrossroads.com/VoteFund/Vote/default.htm)**.

## Marine Corps

**Voting Action Officer:** Mr. David James  
**Mailing address:**  
 Headquarters U.S. Marine Corps (MRP) 4  
 ATTN: Voting Action Officer  
 3280 Russell Road  
 Quantico, VA 22134-5103  
**Telephone:** (703) 784-9511,  
**DSN:** 278-9511  
**Fax:** (703) 784-9828, **DSN:** 278-9828  
**Email:** mra.voting.officer@usmc.mil  
**Website:** [www.manpower.usmc.mil/voting](http://www.manpower.usmc.mil/voting)

Forms are available through unit supply officers via SABRES or through Direct Support Stock Control (DSSC) outlets, or directly from General Services Administration (GSA).

FPCA (SF 76): NSN: 75-00-634-5053

FWAB (SF 186): NSN: 7540-01-218-4384

*Voting Assistance Guide* (VAG08-09): Available through unit S-1 offices via MCPDS or may be requested from the SVAO.

Marine Corps VAOs may also obtain information on ordering voting materials by accessing [www.manpower.usmc.mil/voting](http://www.manpower.usmc.mil/voting). Once on the web page, click the link in the right column for Required Voting Materials. Internet Explorer works best for navigating this site. If you experience problems ordering voting materials listed above, contact the SVAO at the following email address: **[mra.voting.officer@usmc.mil](mailto:mra.voting.officer@usmc.mil)**.

## Coast Guard

**Voting Action Officer:** LTJG Frank Marcheski  
**Mailing address:**  
 Commandant (CG-1221)  
 U.S. Coast Guard  
 2100 2nd Street S.W.  
 Washington, D.C. 20593-0001  
**Telephone:** (202) 475-5375  
**Fax:** (202) 475-5927  
**Email:** Frank.A.Marcheski@uscg.mil;  
**Website:** [www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-1/VotingAssistance/Voting\\_Assistance.htm](http://www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-1/VotingAssistance/Voting_Assistance.htm)

FPCAs and FWABs must be ordered using unit funds from General Services Administration (GSA) using the following data:

FPCA (SF 76): NSN: 7540-00-634-5053 - Unit of Issue: 1 HD

FWAB (SF 186): NSN 7540-01-218-4384 - Unit of Issue: 1 HD

*Voting Assistance Guide* (VAG08-09): Distributed through the DOT warehouse whenever a new edition is issued. Any unit on distribution that fails to receive their issue by January 1, 2008, should contact the Voting Action Officer. There is also a Coast Guard Instruction to guide VAOs: Federal Voting Assistance Program, COMDTINST 1742.3(SERIES).

This information is current as of July 2007. Contact your Service or Department of State Voting Action Officer, or check the FVAP website at **[www.fvap.gov](http://www.fvap.gov)** for updates.